



## **Third Taxing District**

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

### **Third Taxing District of the City of Norwalk**

#### **Commission Meeting**

**Monday, January 27, 2020 at 6:30p.m.**

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. East Avenue Widening Project (City of Norwalk) – Possible A/R (Pgs. 1-2)
3. Library Budget Presentation (Pg. 3)
4. District Budget Presentation – A/R (Pg. 4)
5. Annual Meeting Discussion
6. Minutes of Meeting – November 18, 2019 Regular Meeting and December 16, 2019 Special Meeting – A/R (Pgs. 5-14)
7. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 15-21)
8. CMEEC Update and Board Appointments – A/R (Pg. 22)
9. General Manager's Report
  - Commission Photos/Bios
10. Project Summary (Pgs. 23-26)
11. Adjourn

\*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, [www.ttd.gov](http://www.ttd.gov) and will be available at the meeting.

M:\Shared\ Commission Meeting Information\Agenda 1-27-20.doc

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#### *District Commissioners*

**Johnnie Mae Weldon**  
**Pamela Parkington**  
**Michele Sweeney**

203-216-2652  
203-858-4261  
203-820-3107

Chairperson  
Commissioner  
Commissioner

**Kevin Barber**  
**Ron Scofield**  
**Read Auerbach**

203-866-9271  
203-866-9271  
203-451-7047

General Manager  
Assistant General Manager  
Treasurer




## Third Taxing District

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### Memorandum

**To:** TTD Commissioners

**From:** Kevin Barber – General Manager 

**Date:** January 23, 2020

**Subject:** City of Norwalk Request to Underground Electric Utilities on East Avenue

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As discussed at the December Commission meeting, the City of Norwalk will be joining us at the January Commission meeting to officially request the Commission to approve the undergrounding of the electric utilities on East Avenue.

At the January 7, 2019 Commission meeting, Mayor Rilling and representatives from the City of Norwalk came before the Commission to discuss the projects on East Avenue and to share their vision of East Avenue, which included the possible undergrounding of utilities on sections of East Ave. No formal proposal or request was made at this meeting.

On March 29, 2019, the Mayor and representatives of the City came before the Commission to provide an update on the status of the East Avenue projects. Mayor Rilling also requested to have TTD staff work with the City so they could understand the requirements for undergrounding on East Avenue, if TTD were to underground in the future. The Commission provided approval for staff to work with the city to develop a conceptual plan for the undergrounding of the electric distribution system on East Avenue. The concept design was developed by TTD to meet TTD's needs and requirements. The plan was then used to develop an estimate for the City to determine the overall cost for the project.

In May 2019, the Commission was presented with a report titled "To Underground or Not to Underground." The report was written to provide the pros and cons of undergrounding, to identify the related costs, and wherever possible show how undergrounding may affect the Third Taxing District in the short and long terms.

Since that time, staff has continued to work with the City to develop the conceptual plan and the associated cost estimates.

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#### *District Commissioners*

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Michele Sweeney 203-820-3107

Chairperson  
Commissioner  
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Ron Scofield  
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General Manager  
Assistant General Manager  
Treasurer

The City is prepared to formally ask the Commission to approve the undergrounding of the electric utilities on East Avenue. The scope of this request will be to underground the utilities between Fort Point Street and Olmstead Place, at no cost to TTD. The City will be funding the entire cost of the project.

The representatives from the City joining us at the meeting are expected to be Mayor Harry Rilling, Laoise King, Anthony Carr and Vanessa Valadares.

<u>Budget 2019/2020</u>	<u>Budget 2019/2020</u>	<u>Proposed Budget July 2020-June 2021</u>	<u>Change (+/-)</u>
Hall Rental--Individual	\$3,000.00	\$5,500.00	\$2,500.00
Hall Rental--Monthly Contract	\$23,850.00	\$17,500.00	(\$6,350.00)
Grants-Library Appropriation	\$170,000.00	\$165,000.00	(\$5,000.00)
TTD Fundraising Match	\$10,000.00	\$11,000.00	\$1,000.00
Grants	\$6,000.00	\$7,500.00	\$1,500.00
Fundraising/Contributions--Individual	\$2,000.00	\$2,000.00	\$0.00
Fundraising/Contributions-Business 06855	\$2,000.00	\$2,000.00	\$0.00
Fundraising/Book Sales	\$1,045.00	\$1,000.00	(\$45.00)
Fines	\$300.00	\$315.00	\$15.00
Copies/Faxes	\$600.00	\$600.00	\$0.00
ENIA Dues	\$20.00	\$25.00	\$5.00
Interest Income	\$10.00	\$5.00	(\$5.00)
<b>Total</b>	<b>\$218,825.00</b>	<b>\$212,445.00</b>	<b>(\$6,380.00)</b>
Salaries/Benefits	\$108,500.00	\$113,000.00	\$4,500.00
Payroll Taxes--Employer	\$7,400.00	\$7,800.00	\$400.00
Audit Expenses	\$5,350.00	\$6,000.00	\$650.00
Bank Charges	\$25.00	\$55.00	\$30.00
Bookkeeping Expense	\$5,000.00	\$5,700.00	\$700.00
Children's Program Expense	\$3,500.00	\$6,000.00	\$2,500.00
Adult Programs	\$3,500.00	\$2,300.00	(\$1,200.00)
Community Awareness Library	\$2,000.00	\$4,000.00	\$2,000.00
Computer Hardware	\$800.00	\$1,800.00	\$1,000.00
Computer Software	\$800.00	\$1,500.00	\$700.00
Maintenance / Repair	\$4,500.00	\$2,265.00	(\$2,235.00)
Janitorial/Exterminator	\$7,400.00	\$7,500.00	\$100.00
Fees & Dues	\$200.00	\$150.00	(\$50.00)
Building Security	\$650.00	\$800.00	\$150.00
Insurance-Directors	\$3,000.00	\$3,000.00	\$0.00
Insurance-Health	\$14,000.00	\$14,000.00	\$0.00
Insurance Workmen's Comp	\$600.00	\$500.00	(\$100.00)
Insurance-Life	\$2,000.00	\$0.00	(\$2,000.00)
Legal	\$1,000.00	\$1,000.00	\$0.00
Library Books Adult	\$10,000.00	\$9,200.00	(\$800.00)
Library Books Children	\$5,000.00	\$4,000.00	(\$1,000.00)
Library-Mags and Newspapers	\$3,200.00	\$2,000.00	(\$1,200.00)
Library--Videos/DVD	\$1,750.00	\$1,500.00	(\$250.00)
Contractor	\$3,200.00	\$2,000.00	(\$1,200.00)
IT-Maintenance	\$1,750.00	\$1,400.00	(\$350.00)
Stationery & Supplies	\$6,000.00	\$3,025.00	(\$2,975.00)
Postage	\$1,000.00	\$300.00	(\$700.00)
Printing & Binding	\$1,100.00	\$1,300.00	\$200.00
Office Equipment	\$2,100.00	\$1,600.00	(\$500.00)
Communications	\$4,000.00	\$3,500.00	(\$500.00)
Utilities Electric	\$4,900.00	\$0.00	(\$4,900.00)
Utilities Gas	\$4,200.00	\$4,700.00	\$500.00
Utilities-Water	\$400.00	\$550.00	\$150.00
<b>TOTAL</b>	<b>\$218,825.00</b>	<b>\$212,445.00</b>	<b>(\$6,380.00)</b>



**TTD District Fund**  
**Fiscal Year 2020-2021 Budget**



	FY 2018-2019		FY 2019-2020		FY 2020-2021	Percentage
	Budget	Actual	Budget	Projected Actuals	Proposed	Change
<b>District Revenues</b>						
Rental Income - Firehouse	\$42,769	\$42,769	\$44,052	\$44,052	\$45,374	3.00%
Interest	\$325	\$322	\$325	\$325	\$325	0.00%
<b>Total Revenues</b>	<b>\$43,094</b>	<b>\$43,091</b>	<b>\$44,377</b>	<b>\$44,377</b>	<b>\$45,699</b>	<b>2.98%</b>
<b>District Expenses</b>						
District Operations						
Commission Stipends	\$10,500	\$12,250	\$10,500	\$10,500	\$10,500	0.00%
Treasurer Stipend	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
Clerk Stipend	\$1,800	\$1,350	\$1,800	\$1,800	\$1,800	0.00%
Rate Payer Representative Stipend	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
Payroll Tax Exp	\$1,300	\$1,316	\$1,300	\$1,300	\$1,300	0.00%
District Events						
Holiday Events (Christmas Tree Lighting)	\$6,500	\$7,297	\$6,800	\$3,817	\$6,750	-0.74%
Summer Concert Series	\$33,000	\$31,153	\$33,000	\$26,020	\$34,200	3.64%
Annual Electors Meeting	\$5,000	\$3,666	\$6,000	\$6,000	\$3,200	-46.67%
Maintenance of District Assets						
Parks - Groundskeeping & Maintenance	\$32,000	\$26,659	\$26,000	\$26,000	\$28,100	8.08%
Firehouse Building Maintenance	\$2,000	\$0	\$2,000	\$2,000	\$1,500	-25.00%
East Norwalk Library Building Maintenance	\$8,000	\$13,106	\$8,000	\$8,000	\$9,900	23.75%
East Norwalk Historical Cemetery Maintenance	\$20,000	\$24,555	\$23,650	\$23,650	\$21,300	-9.94%
Other						
Other District Services	\$8,000	\$8,900	\$10,000	\$10,000	\$10,000	0.00%
Contingencies	\$30,000	\$4,605	\$30,000	\$30,000	\$30,000	0.00%
East Norwalk Improvement Association						
Library - Operations	\$162,900	\$162,900	\$170,000	\$170,000	\$165,000	-2.94%
Library - Contingent Matching Funds	\$11,500	\$11,500	\$10,000	\$10,000	\$11,000	10.00%
<b>Total District Expenses</b>	<b>\$336,100</b>	<b>\$312,857</b>	<b>\$342,650</b>	<b>\$332,687</b>	<b>\$338,150</b>	<b>-1.31%</b>
<b>Net Operating Income (Revenues minus Expenses)</b>	<b>(\$293,006)</b>	<b>(\$269,766)</b>	<b>(\$298,273)</b>	<b>(\$288,310)</b>	<b>(\$292,451)</b>	<b>-1.95%</b>
<b>Capital Expenditures</b>						
Park Improvements					\$15,000	
Firehouse Building	\$0	\$0	\$20,000	\$13,835	\$0	-100.00%
East Norwalk Library Building	\$5,000	\$1,200	\$6,000	\$6,000	\$0	-100.00%
East Norwalk Historical Cemetery	\$3,200	\$0	\$6,500	\$6,500	\$0	-100.00%
<b>Total Capital Projects</b>	<b>\$8,200</b>	<b>\$1,200</b>	<b>\$32,500</b>	<b>\$26,335</b>	<b>\$15,000</b>	<b>-53.85%</b>
<b>Total Funding Required</b>	<b>\$301,206</b>	<b>\$270,966</b>	<b>\$330,773</b>	<b>\$314,645</b>	<b>\$307,451</b>	<b>-7.05%</b>
<b>Opening District Fund Balance</b>	<b>\$3,136</b>	<b>\$43,790</b>	<b>\$58,254</b>	<b>\$85,894</b>	<b>\$77,022</b>	
<b>Transfer from Electric</b>	<b>\$313,070</b>	<b>\$313,070</b>	<b>\$305,773</b>	<b>\$305,773</b>	<b>\$265,000</b>	<b>-13.33%</b>
<b>Ending - District Fund Balance</b>	<b>\$15,000</b>	<b>\$85,894</b>	<b>\$33,254</b>	<b>\$77,022</b>	<b>\$34,571</b>	

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**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Commission Meeting  
November 18, 2019

**ATTENDANCE:** Commissioners: Johnnie Mae Weldon, Chair; Pam Parkington;  
Michele Sweeney; Read Auerbach, Treasurer

**STAFF:** Kevin Barber, General Manager  
Ron Scofield, Assistant General Manager/District Clerk

**OTHERS:** Peter Johnson, CMEEC Ratepayer Representative

**CALL TO ORDER**

Commissioner Weldon called the meeting to order at 7:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

Commissioner Weldon welcomed the recently elected Commissioner, Michele Sweeney, and Treasurer, Read Auerbach, to the Board.

**MINUTES OF MEETING**

**October 21, 2019 Regular Meeting**

**Corrections:**

Page 4, First Motion, line 4 – The figure \$151,278 should be \$152,178.

Page 4, Second Motion, line 4 – October 2021 should be October 2022.

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE THE MINUTES OF  
OCTOBER 21, 2019 REGULAR MEETING AS AMENDED.**

**\*\* COMMISSIONER WELDON SECONDED.**

**\*\* TWO AYES; ONE ABSTENTION.**

**\*\* THE MOTION PASSED 2 TO 1.**

Third Taxing District  
of the City of Norwalk  
November 18, 2019

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### DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS

Mr. Barber explained the financial report in greater detail for the benefit of the new Commissioner and Treasurer.

Mr. Barber reviewed the Financial Highlights with the Commission for September 2019 which is down slightly from last year. Total Income is \$2,452,746 versus \$2,705,458 for last year, a difference of (9.34%). Total Expense is \$2,397,034 versus \$2,514,907 for last year, a difference of (4.69%). Net Income is \$290,367 versus \$552,317 for last year, a difference of (47%).

Total cash balance on hand is \$6,229,988. Current outstanding principal balance with CMEEC is \$3,409,021. Current Fiscal Year Capital Additions to date is \$205,486.

P&L's for both the Operating and Districts accounts are in good shape.

KPI's: Remain in good shape.

PCA: The current balance in the RSF is \$3,917,760. Still working on lowering the amount to the \$2.7MM-\$3.0MM range, which has been a slow process.

### HEALTH INSURANCE RENEWAL

Mr. Barber presented the two options for the health insurance renewal, Anthem and United Healthcare. His recommendation was to continue with Anthem Blue Cross Blue Shield. The recommended plan is virtually identical to the plan currently in effect, with slight changes to the deductibles, out of pocket maximums and prescription copays after reaching the deductible. The plan has an increase of 13% in the premiums, which is partially offset by an increase in the employee contributions, as per the union contract. TTD would continue to fund the deductible through a health reimbursement account (HRA), as also agreed upon in the union contract.

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE THE EMPLOYEES' HEALTH INSURANCE RENEWAL USING OPTION 1, ANTHEM SILVER PATHWAY CT PPO WITH HSA (HDHP).**

**\*\* COMMISSIONER WELDON SECONDED.**

**\*\* THE MOTION PASS UNANIMOUSLY.**

### 2020 COMMISSION MEETING SCHEDULE

Mr. Barber said that over the past three years, the Commission has been meeting 18 times per year. Over the past six or seven months, the Commission meetings have become shorter and more effective. Mr. Barber is recommending that the Commission reduce the number of meetings from 18 down to 12, allowing for one meeting per month.

Third Taxing District  
of the City of Norwalk  
November 18, 2019

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The schedule presented to the Commission was to hold the meetings on the first Monday of each month with a start time of 7:00 p.m. Mr. Barber is requesting the Commission to change the meeting date and time to either the third Thursday or the fourth Monday of each month, thus allowing the Commission to receive financial reports which are more current rather than two months old.

After discussion of what could work best for all concerned, the best option would be for the fourth Monday of each month with a start time of 6:30 p.m.

**\*\* COMMISSIONER PARKINGTON MOVED TO CHANGE THE 2020 COMMISSION MEETING SCHEDULE TO THE FOURTH MONDAY OF EACH MONTH STARTING IN JANUARY 2020, THE FIRST MEETING BEING JANUARY 27, 2020, AND ALSO INCLUDE CHANGING THE START TIME FROM 7:00 P.M. TO 6:30 P.M.**

**\*\* COMMISSIONER WELDON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### GENERAL MANAGER'S REPORT

#### CMEEC Update

- Mr. Barber informed the Commission that CMEEC has selected a new CEO and they are currently working with the candidate on an employment contract. The expected start date is January 6, 2020.
- CMEEC is finalizing their slate of officers for the next year which is being presented to the Board at the November 21, 2019 meeting. Mr. Barber is being put up for the Chair of the CMEEC Board.
- CMEEC appointments that need to be decided on are for the Member Representative and Alternate Delegate, which were previously held by former Commissioner Goldstein. The Commission will need to think about what they would like to do to fill the positions. Currently, Mr. Barber is a Member Representative and the Delegate for TTD. Mr. Scofield is the Alternate Member Representative.

Ratepayer Representative Position: The two-year term for this position will be expiring in December 2019. The Commission will need to act on this position by either re-appointing Peter Johnson or finding a new candidate. Mr. Johnson said he would be interested in being re-appointed to the position.

Other Committees: Due to the change in Commissioners, there are two other Committees that will need to be filled, the TOD Oversight Committee and the Walk Bridge Stakeholder Design

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November 18, 2019



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Committee. The Commission needs to appoint a new candidate for these positions. Commissioner Parkington volunteered to be on the TOD Oversight Committee.

Audit: The audit is almost complete and is expected to be received within the next 2-3 weeks.

December Commission Meeting: There are two meetings currently on the calendar for December – December 2 and December 16. Mr. Barber is recommending that the Commission cancel the December 2 meeting of the month and keep December 16, 2019 on the calendar, which would allow the Commission to start gearing towards the fourth Monday of the month. December 2 is also the rain date for the Christmas Tree Lighting. The December 2 meeting will be cancelled.

**\*\* COMMISSIONER PARKINGTON MOVED TO SUSPEND THE RULES AND ADD TWO AGENDA ITEMS: APPOINTMENT TO THE TOD OVERSIGHT COMMITTEE AND RE-APPOINTMENTS TO THE CMEEC BOARD (KEVIN BARBER AND RON SCOFIELD) AND.**

**\*\* COMMISSIONER WELDON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### APPOINTMENT TO THE TOD OVERSIGHT COMMITTEE

**\*\* COMMISSIONER PARKINGTON MOVED TO APPOINT COMMISSIONER PAMELA PARKINGTON AS THE EAST NORWALK TOD OVERSIGHT COMMITTEE REPRESENTATIVE FOR THIRD TAXING DISTRICT.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### RE-APPOINTMENTS TO THE CMEEC BOARD

Mr. Barber informed the Commission that the appointments that he and Mr. Scofield hold on the CMEEC Board expired on November 16, 2019 and that the Commission needs to re-appoint them.

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE THAT KEVIN BARBER BE RE-APPOINTED THE MEMBER REPRESENTATIVE TO THE CMEEC BOARD OF DIRECTORS AND RONALD SCOFIELD BE RE-APPOINTED AS ALTERNATE REPRESENTATIVE FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE NOVEMBER 18, 2019.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

**\*\* COMMISSIONER PARKINGTON MOVED TO APPROVE THAT KEVIN BARBER BE RE-APPOINTED THE SOLE MEMBER DELEGATE TO THE CMEEC MEMBER**

Third Taxing District  
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November 18, 2019

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**DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE  
NOVEMBER 18, 2019.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

**\*\* COMMISSIONER WELDON MOVED TO APPROVE THAT KEVIN BARBER BE  
RE-APPOINTED THE MEMBER REPRESENTATIVE TO THE CTMEEC (TRANSCO)  
BOARD OF DIRECTORS AND RONALD SCOFIELD BE RE-APPOINTED AS  
ALTERNATE REPRESENTATIVE FOR A TERM ENDING DECEMBER 31, 2021  
EFFECTIVE NOVEMBER 18, 2019.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

**\*\* COMMISSIONER WELDON MOVED TO APPROVE THAT KEVIN BARBER BE  
RE-APPOINTED THE SOLE MEMBER DELEGATE TO THE CTMEEC (TRANSCO)  
MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE  
NOVEMBER 18, 2019.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

#### **PROJECT SUMMARY**

T3 Transformer – Live and operating as of October 21, 2019.

Rowan Street Building – Interior work is progressing on the building.

East Avenue Road Widening – Cost estimates for the undergrounding of East Avenue are being developed.

#### **ADJOURNMENT**

**\*\* COMMISSIONER WELDON MOVED TO ADJOURN.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
November 18, 2019

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

DRAFT

**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
December 16, 2019

**ATTENDANCE:** Commissioners: Johnnie Mae Weldon, Chair; Pam Parkington;  
Michele Sweeney

**STAFF:** Kevin Barber, General Manager  
Ron Scofield, Assistant General Manager/District Clerk

**OTHERS:** Peter Johnson, CMEEC Ratepayer Representative

**CALL TO ORDER**

Commissioner Weldon called the meeting to order at 5:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**APPOINTMENT OF RATEPAYER REPRESENTATIVE TO CMEEC BOARD**

Mr. Barber reviewed the history of the Ratepayer Representative to the CMEEC Board. This position was created per Public Act 17-73, "AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE."

On December 18, 2017, the Third Taxing District Commission appointed Peter Johnson to this position for a two-year term ending on December 20, 2019. As Mr. Johnson's term is ending, the Commission must either reappoint Mr. Johnson to another term or appoint a new ratepayer to this position.

Mr. Barber told the Commission that Mr. Johnson has actively attended the CMEEC Board meetings and also served on the Executive Search Committee and the Risk Management Committee, of which he was elected chair.

Commissioner Parkington asked Mr. Johnson if he was interested to serve again in this position and he replied that he was.

Third Taxing District  
of the City of Norwalk  
December 16, 2019

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Commissioner Weldon said that if Mr. Johnson is still willing to serve in this position, that she would like to see him remain in the position.

Commissioner Sweeney was in agreement with her fellow Commissioners.

**\*\* COMMISSIONER PARKINGTON MOVED THE FOLLOWING RESOLUTION: BE IT RESOLVED THAT THE THIRD TAXING DISTRICT COMMISSION HEREBY RESOLVES, PURSUANT TO PUBLIC ACT 17-73, "AN ACT CONCERNING MUNICIPAL ELECTRIC UTILITY COOPERATIVES AND ESTABLISHING A MUNICIPAL ELECTRIC CONSUMER ADVOCATE," THE APPOINTMENT OF THE RATEPAYER REPRESENTATIVE, PETER JOHNSON, TO THE CONNECTICUT MUNICIPAL ELECTRIC ENERGY COOPERATIVE (CMEEC) BOARD OF DIRECTORS. THIS APPOINTMENT, EFFECTIVE IMMEDIATELY, SHALL BE FOR A TERM OF TWO YEARS ENDING ON DECEMBER 31, 2021. THE RATEPAYER REPRESENTATIVE SHALL RECEIVE COMPENSATION FROM CMEEC IN THE MANNER AND AMOUNT SET FORTH IN THE CMEEC BYLAWS.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **UPDATE OF EAST AVENUE WIDENING PROJECT**

Mr. Barber told the Commission that the reason he was bringing this to the Commission's attention is that he has been in communication with the City of Norwalk and it appears that they will probably be coming to the Commission in January asking for them to make a decision on undergrounding the electric distribution system on East Avenue.

Mr. Barber reviewed the history of what has transpired since January 7, 2019 when the City came to the Commission meeting to discuss the projects on East Avenue and to share with the Commission their vision of East Avenue which included undergrounding and the road widening project for East Avenue.

On March 29, 2019, the City came back again to the Commission to provide updates on the project and had a request of the Commission and requested that Third Taxing District staff be allowed to work with the City on developing a conceptual plan for undergrounding our electric utilities on East Avenue. At that time, the Commission approved having staff to work with the City on the conceptual design. They also inquired about the property at 215 East Avenue which is located right next to the East Norwalk Railroad Station.

As a follow-up, in May 2019, Mr. Barber provided the Commission a report on undergrounding (pro vs. con scenario). Since that time, staff has been working with the City. The City is now at the stage where they are ready to say that they can afford the project and will be asking for an answer as to whether or not they can proceed with the project in the District. The decision that needs to be made is whether or not the Commission will allow the utility to underground the

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of the City of Norwalk  
December 16, 2019



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electric distribution system on East Avenue. In the past, the Commission and staff has taken the approach that Third Taxing District is an above ground utility.

The Commission can decide to say "yes" or "no" to the City. "No" meaning that the electric distribution system will remain above ground or "yes" the electric distribution system can go underground on the small area of East Avenue.

As for the expense, it would be totally funded by the City of Norwalk. The City would upgrade and install new facilities at their expense and then turn it over to Third Taxing District to operate and maintain.

Mr. Barber asked the Commission if there was any further information they were looking to obtain from him or the City prior to the City coming before the Commission in January 2020.

Commissioner Parkington asked how 215 East Avenue would fit into this project. Mr. Barber responded that the City has yet to come back to Third Taxing District about the property. Commissioner Parkington asked whether or not the projected plan for 215 East Avenue would have any affect on the undergrounding project. Mr. Barber stated that he does not believe it would. The 215 East Avenue project would only affect the intersection at Fort Point Street. Mr. Barber is expecting the City to come back and ask about that project as well at some point.

#### **ADJOURNMENT**

**\*\* COMMISSIONER PARKINGTON MOVED TO ADJOURN.**

**\*\* COMMISSIONER SWEENEY SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 5:31 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
December 16, 2019

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING AS CORRECTED.

Third Taxing District  
Financial Highlights  
Jul-Dec-2019 vs. Jul-Dec 2018

	Jul-Dec-19	Jul-Dec-18	\$ Change	% Change
Total Income	4,567,752	5,007,405	(439,653)	-8.78%
Total Expense	4,785,349	4,894,540	(109,191)	-2.23%
Net Ordinary Income	(217,597)	112,865	(330,462)	-293%
Other Income	443,117	411,231	31,886	8%
Other Expense	172,887	156,500	16,387	10%
Net Income before Rate Stabilization	52,633	367,596	(314,963)	-86%
Rate Stabilization	(6,525)	(47,681)	41,156	86%
Net Income	46,108	319,915	(273,807)	-86%

**CASH BALANCES**

**ACCTS**

	Dec-19
Operating Accounts	2,629,951
Savings	1,298,402
Capital Improvements Fund	2,375,874
<b>\$</b>	<b>6,304,227</b>

**TTD Outstanding Principal Balance with CMEEC**

Balance as of July 1, 2017	3,175,025
Current Balance	3,378,681
Current Fiscal Year Capital Additions to date	687,131

**Third Taxing District**  
**Profit & Loss Budget vs. Actual**  
 July through December 2019

	CURRENT MONTH				YEAR TO DATE			
	Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
443-00 - Convals Data Center Revenues	25,191.26	22,989.89	2,191.37	9.53%	140,398.99	134,002.64	6,396.35	4.77%
440-00 - Residential Sales	304,136.55	317,543.64	-13,407.09	-7.15%	1,866,735.86	1,946,632.18	-79,896.32	-4.1%
442-01 - Large Commercial Sales	65,504.76	77,024.83	-11,520.07	-14.96%	416,380.50	524,673.55	-108,293.05	-20.64%
442-02 - Small Commercial Sales	186,589.55	204,334.41	-17,744.86	-8.68%	1,291,005.28	1,378,915.04	-87,909.76	-6.38%
445-01 - Water Pollution Control Plant Sales	69,869.37	70,211.54	-342.17	-0.49%	465,561.53	482,513.68	-16,952.15	-3.47%
445-02 - Flat Rate	8,342.79	8,362.54	-19.75	-0.47%	44,554.06	44,981.58	-427.52	-0.95%
451-00 - Miscellaneous Service Revenue	285.00	799.81	-514.81	-64.36%	7,670.30	5,961.37	1,708.93	28.62%
557-00 - Purchased Power Adjustment	51,200.23	57,135.65	-5,935.42	-10.39%	335,245.09	400,852.80	-65,607.71	-16.37%
<b>Total Income</b>	<b>711,132.51</b>	<b>798,432.11</b>	<b>-87,299.60</b>	<b>-7.46%</b>	<b>4,567,751.81</b>	<b>4,908,532.84</b>	<b>-340,781.03</b>	<b>-7.32%</b>
<b>Cost of Goods Sold</b>								
555-00 - Electrical Power Purchased	452,417.34	433,440.00	18,977.34	4.38%	2,580,163.80	2,517,120.00	63,043.80	2.5%
<b>Total COGS</b>	<b>452,417.34</b>	<b>433,440.00</b>	<b>18,977.34</b>	<b>4.38%</b>	<b>2,580,163.80</b>	<b>2,517,120.00</b>	<b>63,043.80</b>	<b>2.5%</b>
<b>Gross Profit</b>	<b>258,715.17</b>	<b>334,992.11</b>	<b>-76,276.94</b>	<b>-22.77%</b>	<b>1,987,587.81</b>	<b>2,411,412.84</b>	<b>-423,825.03</b>	<b>-17.58%</b>
<b>Expense</b>								
904-00 - Substation	15,006.50	15,149.99	143.49	0.95%	90,097.28	90,900.06	802.78	0.88%
403-00 - Depreciation Expense	71,663.00	71,667.00	4.00	0.01%	429,578.00	429,998.00	420.00	0.10%
408-00 - Taxes	3,834.94	94,961.54	91,126.60	95.96%	119,464.83	194,409.21	74,944.38	38.55%
940-00 - Other Power Generation Expense	14,538.73	11,500.00	3,038.73	26.42%	61,619.92	66,000.00	4,380.08	7.1%
590-00 - Distribution Expenses	77,565.75	21,541.66	56,024.09	259.97%	164,749.55	129,250.04	35,499.51	27.47%
590-00 - Maintenance Expenses	51,305.58	51,345.00	39.42	0.08%	270,060.46	308,070.00	38,009.54	12.34%
900-00 - Customer Accounts & Service	36,062.19	29,297.82	6,764.37	23.10%	191,078.88	175,787.48	15,291.40	8.7%
920-00 - Administrative Expenses	152,661.95	190,402.10	37,740.15	19.82%	876,136.41	1,142,412.40	266,275.99	23.33%
<b>Total Expense</b>	<b>423,236.64</b>	<b>465,905.21</b>	<b>-42,668.57</b>	<b>-9.17%</b>	<b>2,205,165.33</b>	<b>2,539,827.19</b>	<b>-334,661.86</b>	<b>-13.18%</b>
<b>Net Ordinary Income</b>	<b>-164,521.47</b>	<b>-150,913.10</b>	<b>-13,608.37</b>	<b>-9.02%</b>	<b>-217,577.52</b>	<b>-128,414.35</b>	<b>-89,163.17</b>	<b>-69.45%</b>
<b>Other Income/Expense</b>								
<b>Other Income</b>								
410-00 - Dividends	11,759.76	4,166.67	7,593.09	182.23%	40,904.21	34,999.98	15,904.23	45.45%
410-00 - Interest Income	825.00	825.00	0.00	0.0%	7,063.30	3,750.00	3,313.30	88.35%
420-00 - Gain(Loss) on Investments	20,292.96	2,500.00	17,792.96	711.72%	28,444.09	15,000.00	13,444.09	89.63%
421-00 - Norden Project Income	45,000.00	50,000.00	-5,000.00	-10.0%	280,849.57	300,000.00	-19,150.43	-6.38%
423-00 - Gain(Loss) from Sale of FA	0.00	583.33	-583.33	-100.0%	0.00	3,500.00	-3,500.00	-100.0%
424-00 - Energy Conservation Fund Income	9,850.47	12,083.33	-2,232.86	-18.48%	68,475.47	72,500.00	-4,024.53	-5.56%
425-00 - Miscellaneous Income	0.00	3,166.67	-3,166.67	-100.0%	17,380.52	18,999.98	-1,619.46	-8.52%
<b>Total Other Income</b>	<b>87,528.19</b>	<b>73,125.00</b>	<b>14,403.19</b>	<b>19.7%</b>	<b>443,117.16</b>	<b>438,750.00</b>	<b>4,367.16</b>	<b>1.0%</b>
<b>Other Expense</b>								
426-30 - PERSON TO PERSON	0.00	0.00	0.00	0.0%	20,000.00	20,000.00	0.00	0.0%
426-10 - Distribution to "District Fund"	0.00	0.00	0.00	0.0%	152,886.50	152,886.50	0.00	0.0%
999-00 - Miscellaneous Unknown	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>172,886.50</b>	<b>172,886.50</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>87,528.19</b>	<b>73,125.00</b>	<b>14,403.19</b>	<b>19.7%</b>	<b>270,230.66</b>	<b>265,863.50</b>	<b>4,367.16</b>	<b>1.64%</b>
<b>Net Income</b>	<b>-76,993.28</b>	<b>-77,888.10</b>	<b>894.82</b>	<b>0.89%</b>	<b>-47,346.86</b>	<b>-137,448.15</b>	<b>90,101.29</b>	<b>-65.61%</b>

**TTD District Fund**  
**Profit & Loss Budget vs. Actual**  
 July through December 2019

	CURRENT MONTH				YEAR TO DATE			
	Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
980-02 - INTEREST INCOME	22.50	27.08	-4.58	-16.91%	184.57	162.52	22.05	13.57%
980-05 - FIRE HOUSE RENT	0.00	0.00	0.00	0.0%	44,052.00	44,052.00	0.00	0.0%
980-10 - FUNDING FROM ELECTRIC	0.00	0.00	0.00	0.0%	152,886.50	152,886.50	0.00	0.0%
Total Income	22.50	27.08	-4.58	-16.91%	197,100.57	197,101.02	-0.45	-0.0%
Expense								
980-12 - FEES- COMMISSIONERS	2,625.00	2,625.00	0.00	0.0%	5,250.00	5,250.00	0.00	0.0%
980-14 - FEES-CLERKS	450.00	450.00	0.00	0.0%	900.00	900.00	0.00	0.0%
980-16 - FEES-TREASURER	450.00	450.00	0.00	0.0%	900.00	900.00	0.00	0.0%
980-17 - Fees - Rate Payer Rep	450.00	450.00	0.00	0.0%	900.00	900.00	0.00	0.0%
980-19 - PAYROLL EXPENSES	287.50	325.00	37.50	11.54%	650.00	650.00	0.00	0.0%
980-20 - PARKS MAINTENANCE	2,771.71	2,166.67	-605.04	-27.92%	18,092.40	12,999.98	-5,092.42	-39.17%
980-30 - EAST NORWALK CEMETERY ASS'N	2,603.02	1,970.83	-632.19	-32.08%	21,557.28	18,325.02	-3,232.26	-17.64%
980-34 - Library - Master Plan	0.00	500.00	500.00	100.0%	0.00	3,000.00	3,000.00	100.0%
980-35 - EAST NORWALK IMP ASSOC LIBRARY	1,738.17	3,166.67	1,428.50	45.11%	88,579.54	93,999.98	5,420.44	5.77%
980-40 - CHRISTMAS TREE LIGHTING	805.00	6,800.00	5,995.00	88.16%	3,815.65	6,800.00	2,984.35	43.89%
980-45 - FIREHOUSE EXPENSES	785.00	1,833.34	1,048.34	57.18%	785.00	10,999.96	10,214.96	92.86%
980-55 - CONCERTS IN THE PARK	0.00	0.00	0.00	0.0%	26,020.00	33,000.00	6,980.00	21.15%
980-70 - ANNUAL MEETING EXPENSES	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
980-90 - CONTINGENCY EXPENSES	0.00	2,500.00	2,500.00	100.0%	0.00	15,000.00	15,000.00	100.0%
980-95 - Other District Services	0.00	181.81	181.81	100.0%	8,200.00	8,909.14	709.14	7.96%
Total Expense	12,965.40	23,419.32	10,453.92	44.64%	176,294.12	211,634.08	35,339.96	16.7%
Net Ordinary Income	-12,942.90	-23,392.24	10,449.34	45.83%	20,806.45	-14,533.06	35,339.51	246.63%
Net Income	-12,942.90	-23,392.24	10,449.34	45.83%	20,806.45	-14,533.06	35,339.51	246.63%



**THIRD TAXING DISTRICT  
KEY PERFORMANCE INDICATORS (KPI'S)  
December**

	Formula	2019	2018	Industry Average (Bandwidth)	Comments
<b>1) OPERATING RATIO</b> - This ratio measures the proportion of revenues required to cover the operation and maintenance costs associated with the operation of the electric utility.					
a. Operating Ratio - without Change in Rate Stabilization Fund	Total Operating Expenses / Total Operating Revenues	103.19%	97.75%	95-105%	Calculation is based on the CMEEC billable rate that is set by TTD
b. Operating Ratio - with Change in Rate Stabilization Fund	Total Operating Expenses + Change in RSF / Total Operating Revenues	103.34%	98.70%	95-105%	Reflects the true total operating expenses by including the change (+/-) in the rate stabilization fund.
<b>2) POWER SUPPLY EXPENSE RATIO</b> - This ratio measures the proportion of the total operating expenses that is for power supply (purchased power)					
2) a. Power Supply Expense Ratio - without Change in Rate Stabilization Fund	Purchased Power / Total Operating Expenses	54.74%	56.66%	65% - 70%	Calculation is based on the CMEEC billable rate that is set by TTD
b. Power Supply Expense Ratio - with Change in Rate Stabilization Fund	Purchased Power + Change in RSF / Total Operating Expenses	54.88%	57.64%	65% - 70%	Reflects the true total operating expenses by including the change (+/-) in the rate stabilization fund.
<b>3) OUTSTANDING RECEIVABLES</b> - Total amount of outstanding receivables greater than 90 days past due					
a. Outstanding Receivables - Dollars	Total (\$) Outstanding Receivables > 90 days	\$37,943	\$38,673		Indicates if TTD is doing an adequate job of collecting past due receivables
b. Percentage of total receivables	Receivables > 90 days past due / total receivables	6.72%	4.97%		Indicates the percentage of receivables that is greater than 90 days past due
<b>4) RATE OF RETURN</b> - Year to Date (YTD) Net income divided by audited Net Book Value of Assets					
Actual Rate of Return on Rate Base	AUTHORIZED BY STATE STATUTE	0.9%	2.5%	Varies by state 5 - 8 %	Rate of Return authorized by State statute
<b>5) RATE STABILIZATION FUND</b> - this index lists the balance of the rate stabilization fund held for TTD at CMEEC					
Rate Stabilization Fund balance	RSF Balance	\$3,914,820	\$4,047,193	\$2.75MM - \$3.0MM	Commission approved the target balance, which is based on a RSF balance of cover 6 months of power bills
<b>7) ENERGY LOSS %</b> - This ratio measures how much energy is lost in the utility's electrical system and is an indicator of the efficiency of the electrical system.					
Energy Loss %	Total Energy Losses/Total Sources of Energy	6.00%	5.11%	2.5% - 6%	This ratio is calculated on a 12 month rolling average of electricity purchased compared to energy sold to customers

# East Norwalk - PCA Calculation

Power Cost Adjustment Calculation  
6 Month Rolling Average (starting January 2014)

Yellow indicates Forecast

Orange indicates data is from the preliminary CMEEC monthly bill, numbers will change when the "true up" numbers are available from CMEEC

Green indicates the final numbers have been entered for the month.

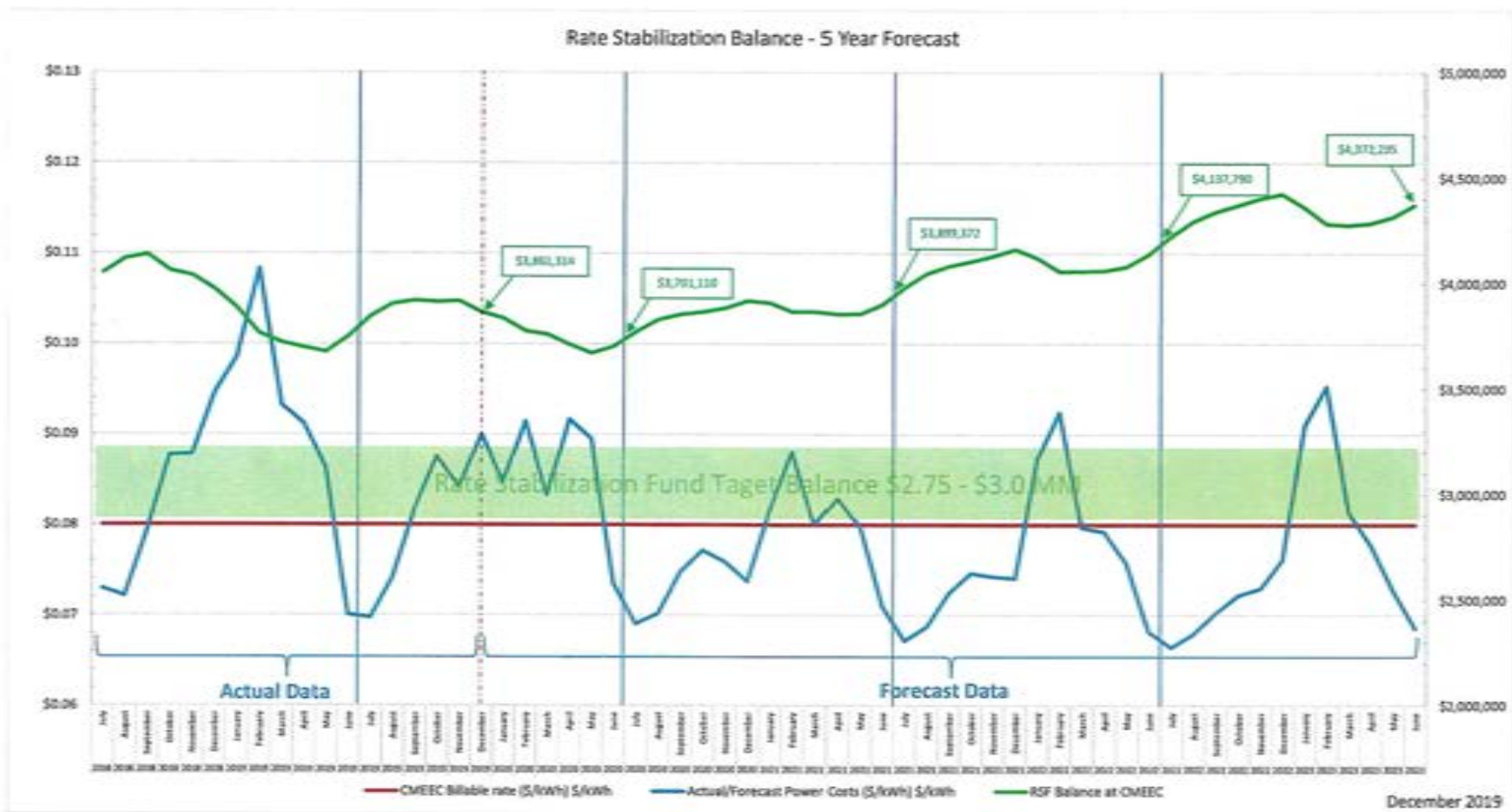
Colors will change when actual numbers are received.

		2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	2020 January	2020 February	2020 March	2020 April	2020 May	2020 June
Total Energy	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 488,429	\$ 434,499	\$ 371,651	\$ 349,434	\$ 379,753	\$ 484,587	\$ 493,579	\$ 484,083	\$ 410,570	\$ 371,183	\$ 381,181	\$ 359,829
i (Sum of current and previous 5 months)	\$	2,566,035	2,453,066	2,355,558	2,337,972	2,340,901	2,488,333	2,513,482	2,563,067	2,601,988	2,823,735	2,825,163	2,500,525
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,719,686	5,864,470	4,548,195	3,991,704	4,512,269	5,388,270	5,826,000	5,294,000	4,930,000	4,050,000	4,259,000	4,895,000
m (Sum of current and previous 5 months)	kWh	30,021,522	30,829,487	30,340,703	30,306,306	30,449,847	31,022,594	30,128,908	29,558,438	29,942,243	30,000,539	29,747,270	29,254,000
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.06971	0.07409	0.08175	0.08754	0.08416	0.08993	0.08472	0.09144	0.08328	0.09165	0.0895	0.07353
n Power (Actual) Supply Costs @ Retail	\$	0.0903	0.0840	0.0820	0.0815	0.0812	0.0847	0.0881	0.0916	0.0918	0.0924	0.0932	0.0903
o Base Fuel Cost	\$	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958
p Loss Factor	%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
q Calculated PCA	\$	(0.0055)	(0.0118)	(0.0138)	(0.0143)	(0.0146)	(0.0111)	(0.0077)	(0.0042)	(0.0040)	(0.0034)	(0.0026)	(0.0055)
r Actual PCA Implemented	\$	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130
s Total System Retail Sales (kWh's)	kWh	5,369,759	6,481,248	5,226,901	3,764,083	4,008,705	3,965,248	5,499,744	4,997,536	4,653,920	3,823,200	4,020,466	4,620,880
t Base PCA Revenue	\$	516,339	620,904	500,737	360,599	384,034	379,871	526,875	478,764	445,846	366,263	385,164	442,680
u Fuel Factor Revenue	\$	70,067	84,256	67,950	48,933	52,113	51,548	71,497	64,968	60,501	49,702	52,266	60,071
v Total Revenues through PCA	\$	586,406	705,160	568,687	409,532	436,147	431,419	598,372	543,732	506,346	415,964	437,430	502,752
w Difference of Collection vs Expense	\$	\$ 6,763,568	\$ 7,034,231	\$ 7,231,266	\$ 7,291,364	\$ 7,347,758	\$ 7,294,611	\$ 7,399,404	\$ 7,459,053	\$ 7,554,829	\$ 7,599,611	\$ 7,665,860	\$ 7,798,682
Over collect / (Under Collect) in each month		\$117,976.47	\$270,661.15	\$197,035.39	\$60,098.45	\$56,394.53	(\$53,148.15)	\$104,793.43	\$59,648.56	\$95,776.10	\$44,781.66	\$56,248.46	\$142,822.39
RSF Balance at CMEEC		3,842,752.00	3,902,439.00	3,917,780.00	3,910,981.00	3,914,820.00	3,861,314.48	3,833,615.76	3,773,252.40	3,757,082.00	3,709,899.50	3,669,439.00	3,701,106.65
Diff between Billed Rate and Actual Cost	\$	0.01029	0.00591	(0.00175)	(0.00754)	(0.00416)	(0.00993)	(0.00472)	(0.01144)	(0.00328)	(0.01165)	(0.00950)	0.00647
Affect on RSF - by Month	\$	69,145.57	34,859.02	(7,955.84)	(30,097.45)	(18,771.04)	(53,505.52)	(27,498.72)	(60,563.36)	(16,170.40)	(47,182.50)	(40,460.50)	31,670.85

East Norwalk - PCA Calculation  
Power Cost Adjustment Calculation  
6 Month Rolling Average (starting January 2014)

		2020 July	2020 August	2020 September	2020 October	2020 November	2020 December	2021 January	2021 February	2021 March	2021 April	2021 May	2021 June
Total Energy	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 435,510	\$ 409,477	\$ 360,017	\$ 314,236	\$ 344,753	\$ 383,161	\$ 475,681	\$ 451,367	\$ 396,127	\$ 336,996	\$ 339,926	\$ 347,606
i (Sum of current and previous 5 months)	\$	2,442,456	2,367,850	2,307,297	2,250,351	2,213,924	2,247,156	2,287,326	2,329,216	2,374,325	2,396,085	2,391,257	2,345,702
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,309,000	5,838,000	4,680,000	4,072,000	4,544,000	5,331,000	5,833,000	5,128,000	4,936,000	4,054,000	4,264,000	4,900,000
m (Sum of current and previous 5 months)	kWh	29,737,000	30,281,000	30,031,000	30,053,000	30,338,000	30,774,000	30,298,000	29,588,000	29,844,000	29,826,000	29,546,000	29,115,000
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.06903	0.07014	0.07479	0.07717	0.07587	0.07375	0.08155	0.08802	0.08005	0.08288	0.07972	0.07094
n Power (Actual) Supply Costs @ Retail	\$	0.0867	0.0826	0.0811	0.0791	0.0771	0.0771	0.0797	0.0831	0.0840	0.0848	0.0855	0.0851
o Base Fuel Cost	\$	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958
p Loss Factor	%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
q Calculated PCA	\$	(0.0091)	(0.0132)	(0.0147)	(0.0167)	(0.0187)	(0.0187)	(0.0161)	(0.0127)	(0.0118)	(0.0110)	(0.0103)	(0.0107)
r Actual PCA Implemented	\$	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130
s Total System Retail Sales (kWh's)	kWh	5,955,696	5,511,072	4,417,920	3,843,968	4,289,536	5,032,464	5,506,352	4,840,832	4,658,584	3,826,976	4,025,216	4,625,600
t Base PCA Revenue	\$	570,556	527,961	423,237	368,252	410,838	482,110	527,509	463,752	446,388	366,634	385,616	443,132
u Fuel Factor Revenue	\$	77,424	71,644	57,433	49,972	55,764	65,422	71,583	62,931	60,575	49,751	52,328	60,133
v Total Revenues through PCA	\$	647,980	599,605	480,670	418,224	466,602	547,532	599,091	526,683	506,963	416,375	437,944	503,265
w Difference of Collection vs Expense	\$	\$ 8,011,152	\$ 8,201,279	\$ 8,331,932	\$ 8,435,919	\$ 8,557,867	\$ 8,712,238	\$ 8,835,648	\$ 8,910,964	\$ 9,022,800	\$ 9,103,180	\$ 9,201,197	\$ 9,356,856
Over collect / (Under Collect) in each month		\$212,469.45	\$190,127.31	\$130,652.50	\$103,987.48	\$121,948.24	\$154,370.83	\$123,409.95	\$75,315.96	\$111,835.94	\$80,379.47	\$98,017.42	\$155,659.28
RSF Balance at CMEEC		3,770,319.38	3,827,882.06	3,852,264.86	3,863,788.62	3,882,565.34	3,915,874.09	3,906,832.94	3,865,706.38	3,865,459.58	3,853,784.06	3,854,977.98	3,899,371.98
Diff between Billed Rate and Actual Cost	\$	0.01097	0.00966	0.00521	0.00283	0.00413	0.00625	(0.00155)	(0.00802)	(0.00005)	(0.00288)	0.00028	0.00906
Affect on RSF - by Month	\$	69,209.73	57,562.68	24,382.80	11,523.76	18,766.72	33,318.75	(9,041.15)	(41,126.56)	(246.80)	(11,675.52)	1,193.92	44,394.00





**\*\* COMMISSIONER \_\_\_\_\_ MOVED TO APPOINT \_\_\_\_\_ AS THE MEMBER REPRESENTATIVE TO THE CMEEC BOARD OF DIRECTORS FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**\*\* COMMISSIONER \_\_\_\_\_ SECONDED.**

**\*\* COMMISSIONER \_\_\_\_\_ MOVED TO APPOINT \_\_\_\_\_ AS THE ALTERNATE MEMBER DELEGATE TO THE CMEEC MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**\*\* COMMISSIONER \_\_\_\_\_ SECONDED.**

**\*\* COMMISSIONER \_\_\_\_\_ MOVED TO APPOINT \_\_\_\_\_ AS THE MEMBER REPRESENTATIVE TO THE CTMEEC (TRANSCO) BOARD OF DIRECTORS FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**\*\* COMMISSIONER \_\_\_\_\_ SECONDED.**

**\*\* COMMISSIONER \_\_\_\_\_ MOVED TO APPOINT \_\_\_\_\_ AS THE ALTERNATE MEMBER DELEGATE TO THE CTMEEC (TRANSCO) MEMBER DELEGATION FOR A TERM ENDING DECEMBER 31, 2021 EFFECTIVE IMMEDIATELY.**

**\*\* COMMISSIONER \_\_\_\_\_ SECONDED.**



## THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: December 31, 2019

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-Base Meter Replacement Program	<ul style="list-style-type: none"> <li>In progress – with Meter Department</li> </ul>	On-Going – until all A-Base meters have been replaced	<ul style="list-style-type: none"> <li>Working with staff to understand the A-Base meter issue and develop a plan.</li> <li><b>December 2019 – No A-Base Meters were installed during the month of December.</b></li> </ul>
2)	Radio-Read Meter Upgrade	<ul style="list-style-type: none"> <li>Approximately <b>97%</b> of the system has been completed</li> </ul>	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> <li><b>December 2019 – Installed 0 radio-read meters for a total of 3,683 to date or 97% of the system.</b></li> </ul>
3)	Conduct Cost of Service/Rate Study with Periodic Updates	<ul style="list-style-type: none"> <li>Initial rate study conducted in 2013 with results implemented in October 2014.</li> <li>Update/“Tune-Up” completed in July 2016</li> <li>Cost of Service Study on security lighting began in June 2016</li> <li>Cost of Service Study to be performed in 2019</li> </ul>	Cost of Service Study - 2019	<ul style="list-style-type: none"> <li>Initial discussion held with UFS regarding cost of service study.</li> <li>Reviewing proposal provided by UFS</li> <li>UFS Proposal accepted and executed</li> <li>Staff compiling data requested by UFS</li> <li>Data provided to UFS</li> <li>UFS presented a Financial Check UP report to the Commission on Oct 21<sup>st</sup></li> <li>UFS developing the Cost of Service Study</li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
4)	Strategic Planning Process	<ul style="list-style-type: none"> <li>Commission started a Strategic Planning process in Jan 2019</li> </ul>	<ul style="list-style-type: none"> <li>Begin in 1<sup>st</sup> Qtr 2016.</li> <li>Work continues into 2017 as necessary</li> <li>Strategic Planning process to begin again in late 2018 – early 2019</li> </ul>	<ul style="list-style-type: none"> <li>Jan 28<sup>th</sup> meeting scheduled. Dedicated to Strategic Planning</li> <li>2<sup>nd</sup> Meeting held on Feb 25<sup>th</sup>. List of issues created and categorized.</li> <li>3<sup>rd</sup> meeting held on Apr. 15<sup>th</sup>. Reviewed year 1 lists for Governance and Infrastructure categories.</li> <li>4<sup>th</sup> meeting scheduled for Jun 17<sup>th</sup></li> </ul>
5)	Rowan Street Storage Facility	<ul style="list-style-type: none"> <li>Property Acquired, house demolished and lot repaved</li> <li>Final step is to site a material storage facility on the site</li> <li>Construct storage facility</li> </ul>	Expected completion Fall 2019	<ul style="list-style-type: none"> <li>Contractor selected and approved by Commission on March 5<sup>th</sup></li> <li>Contract signed</li> <li>Building Permit issued</li> <li>Site work began on Jan 2<sup>nd</sup></li> <li>Building delivery scheduled for Feb 28<sup>th</sup></li> <li>Excavation began on Mar 25<sup>th</sup></li> <li>Building erection beginning on June 3<sup>rd</sup></li> <li>Exterior of building almost complete</li> <li>Interior concrete completed</li> <li>Interior work progressing</li> <li>Building expected to be substantially completed by the end of the year. Some work will be completed in the spring.</li> <li><b>Final work on the building continues. Expected completion in the next few weeks.</b></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
6)	State (CT DOT) Bridge Projects	Initial letter from CT DOT to TTD issued in March 2016. Regular updates have been received from CT DOT / Parsons Brinkerhoff as information is required	Apr 2019- Sep 2024	<ul style="list-style-type: none"> <li>• May 2017 – Continued to work with CT DOT officials on the various bridge projects through attendance at scheduled meetings, etc. Several of these projects are reaching the 30% design/development phase, which triggers additional meetings and coordination efforts.</li> <li>• Received the 60% project submissions from the State of CT. TTD reviewing the submissions and meeting with State to review.</li> <li>• Continue to work with the State on the design of the infrastructure that affects TTD</li> <li>• Advanced utilities construction project, 60% design review occurring with the state</li> <li>• TTD met with the State to review the plans for the Advanced Utilities Construction Project on Dec 12<sup>th</sup></li> </ul>
7)	Small Cell Antenna Project/Co-Location Equipment Attachments – Verizon and ATT&T	<ul style="list-style-type: none"> <li>• Verizon request to attach “Small Cell Antennas” on certain TTD poles. We anticipate they will attach to three to five poles in the system.</li> <li>• CMEEC Legal developed a “Master Lease Agreement” on behalf of the MEU’s statewide outlining the terms and conditions for attachment</li> </ul>	On-going	<ul style="list-style-type: none"> <li>• Master Lease Agreement has been finalized by CMEEC Attorney and Verizon. Other MEUs have executed the agreement with Verizon</li> <li>• Verizon interested in attaching to multiple TTD poles</li> <li>• Attachment rate needs to be developed</li> <li>• Received inquiry from AT&amp;T on small cell attachments</li> <li>• Reviewing agreement with AT&amp;T</li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
8)	East Ave Road Widening Project / Undergrounding of Electric Utilities	Study of undergrounding of electric distribution system		<ul style="list-style-type: none"> <li>• Staff, at the approval of the Commission has been working with the City to develop a conceptual plan of undergrounding a portion of East Ave</li> <li>• Letter sent to Mayor Rilling stating the District's understanding and position related to the East Ave Design Project</li> <li>• Report of Undergrounding provided to Commission for discussion at the May 6<sup>th</sup> Commission meeting</li> <li>• Staff continuing to work with City on conceptual plans regarding East Ave, RR bridge to I-95 and 215 East Ave property</li> <li>• Cost estimates for the underground of East Ave are being developed</li> <li>• <b>City will be requesting a decision from the Commission at the January Commission meeting.</b></li> </ul>